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# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G



10 December 1969

To: All Training Officers of the Agency

## AGENCY-SPONSORED TRAINING AT LOCAL SCHOOLS 1970 Spring Semester

Following is the schedule for obtaining tuition advances for Agency sponsorship for the 1970 spring semester on-campus courses at local universities, colleges, and schools.

NOTE: The procedures in this Bulletin do not apply to the Agency's Off-Campus Program.

Thursday, 8 January: Requests for Training at Non-Agency Facility (Form 136) must be in AIR/ISS/TR, Room 835, 1000 North Glebe Road, before the close of business if a tuition advance is desired. Because of time limitations, no exception to this deadline can be made. Training Officers will be notified by telephone of those employees approved to receive advances. Employees who are approved for sponsorship subsequent to this date will be reimbursed upon submission of receipts for tuition payment.

Thursday, 15 January: Tuition advances will be distributed in Room 1 A 07, Headquarters, between 1300 and 1530 hours.

Accounting: Employees must account for advances personally and sign the accounting voucher. For information on time and place, please refer to the individual briefing sheet distributed at the time of the advance.

Employees are encouraged to submit requests for sponsored training as early as possible. Training requests cannot be approved retroactively.

GROUP 1  
Excluded from automatic  
downgrading and declassification

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To prevent any delays or inconveniences, Training Officers should ensure that all items on Form 136 required to justify approval are completed (e.g., objective, cover, approving signatures, certification of funds).

1970 SPRING SESSION  
SCHEDULE---WASHINGTON AREA UNIVERSITIES

<u>NAME</u>	<u>REGISTRATION</u>	<u>CLASSES BEGIN</u>
American University	30 & 31 Jan 1970	2 Feb
Catholic University		
Undergraduate	22 & 23 Jan 1970	2 Feb
Graduate	23 thru 29 Jan 1970	2 Feb
George Mason College	2 & 3 Feb 1970	4 Feb
George Washington University	20 thru 31 Jan 1970	2 Feb
Georgetown University	27 & 28 Jan 1970	2 Feb
Howard University	29 Jan thru 2 Feb 1970	2 Feb
Montgomery College	29 thru 31 Jan 1970	4 Feb
Northern Virginia Community College	3 & 5 Jan 1970	5 Jan (night) 6 Jan (day)
Prince George's Community College	28 & 29 Jan 1970	2 Feb
U.S.D.A. Graduate School	17 thru 24 Jan 1970	26 Jan
University of Maryland	2 thru 6 Feb 1970	9 Feb
University of Va./Northern Va. Center	19 Jan thru 4 Feb	Week of 9 Feb

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